

國立成功大學 _____ 學年度第 _____ 學期院系級交換學生註冊程序單

National Cheng Kung University

College/Department-Level International Exchange Students Enrollment Procedure Sheet

For the _____ / _____ Semester

* Name (姓名): _____

* Student ID Number (學號): _____

* Degree (學位): Bachelor (學士) Master (碩士) Doctor (博士)

* Department/ Institute (就讀系所): _____

No	Place	Event	Signature / Stamp
1	Registration (報到) -1	* You need to bring 需攜帶: 1. International Student Information (Available on the website of ISAD) 國立成功大學新生基本資料表(可於 ISAD 網頁下載) 2. One 2-inch photo 兩吋照片 1 張 3. Copy of your passport 護照影本	
	Registrar Division (1 st floor of Yunping Administration Building 雲平大樓一樓)		
2	Registration (報到) -2	* Please bring the items listed below 請攜帶以下文件: 1. Admission Notice of the University 入學通知書 2. International Student Information (Available on the website of ISAD) 國立成功大學新生基本資料表(可於 ISAD 網頁下載) 3. Course Selection Sheet 國立成功大學各學系選課單 4. Copy of your passport 護照影本 * Exchange students can select course online, if you fail to do that, then you will need to fill in the course selection sheet and sign up in the department which will be enrolled after registration. 交換學生可線上選課, 若沒有選課成功, 則需填寫選課單並至各系所登記。 * Some courses have limit quota, please confirm with your department regarding the course selection. 部分課程名額有限, 請同學與相關系所詢問確認。 * After registration, students can select courses online. Please follow school course selection schedule. 註冊後隔日可依學校選課時程辦理加退選作業。 * Please see the following website for course information. 課程資訊請參考以下網頁: http://class-qry.acad.ncku.edu.tw/qry/index.php?lang=en	
	Course selection(選課)-1st day of Registration		
	Office of Your Department/Institute (各學系/所 辦公室)		
3	Cashier's Division 出納組 (1st floor of Yunping Administration Building 雲平大樓一樓)	* You need to bring: 需攜帶: 1. Bill of school payment 繳費單 2. New Taiwan Dollars in cash 台幣現金 3. Pay for GSI (Student Group Insurance) 學生平安保險費 4. Pay for tuition fee (if necessary) 學雜費 (若有需要的話)	
4	Application(報名)	* You need to bring 需攜帶: 1. Admission Notice of the University 入學通知書 2. Online Registration Form of Chinese Course with your signature 中文特別班線上報名表(含簽名) 3. One 2-inch Photos 兩吋照片 1 張 4. NTD350 for the NCKU Chinese placement test (if you need it) 中文測驗費 新台幣 350 元(如需要) *Visiting students & Students from Hong Kong, Macau and the People 's of republic of China are not qualified for free Chinese Language Courses 訪問學生與香港、澳門及中國大陸地區學生無法報名中文特別班 **若院所交換生之簽約校為各大世界大學排名前 100 大者(除港、澳、陸籍生), 可依當期規劃參加校級所提供免費中文課程班。 **若院所交換生簽約校非為各大世界大學排名前 100 大者(除港、澳、陸籍生), 可於每年9月底/2月底詢問華語中心是否有剩餘名額供學生加入本處開設之中文特別班, 若尚有名額, 則不需額外付費; 若已額滿, 則需請 貴院系所自行負擔院交換生修習華語課程費用。	
	NCKU Chinese Language Center (華語中心)		

Note: Please return this sheet to Registrar Office after all the procedures are completed. Then, you can pick up your student ID card at your department office after 2 weeks of submitting this sheet..

(當註冊程序完成後, 請將此單送回註冊組各學系(所)承辦人。您的學生證將能於 2 週後於系辦公室領取。)



國立成功大學新生基本資料表

NATIONAL CHENG KUNG UNIVERSITY
STUDENT INFORMATION

請附身份證正反面影印本
Please attach a photocopy of national ID card (both front and back)

系所：
Department:
學號：
Student No.
姓名：
Name
(二吋照片背面註明上述資料，俾
做學生證用) One-inch photo for
student card

1. 系所：_____ 年級：_____ 班：_____
Department Bachelor's Program Master's Program Year Class
□ 學士班
□ 碩士班
□ 博士班
Doctoral Program

2. 學號：_____
Student ID Number

3. 姓名：_____ 4. 英文姓名：_____ (請填護照上姓名)
Full name (In Chinese) Full Name (In English) (as shown on passport)

5. 性別：_____ 男：M；女：F 6. 國別：_____ (本地生免填)
Gender Male: M / Female: F Nationality (not for domestic student)

7. 出生年月日：_____ 年 _____ 月 _____ 日 8. 身份證字號或僑生護照字號：_____
Date of birth Year Month Day National ID No. (Passport No.)

身份 Student Status	_____ (甲)	1. 本地生 Domestic	2. 僑生 Overseas	3. 運動績優 Athletic Excellence	4. 原住民 _____ 族籍 Aboriginal (Specify your tribe)		
		5. 外籍生 International Student		6. 外交子女 Child of Diplomat			
	_____ (乙)	1. 考試生 By Entrance Examination	2. 轉學生 Transfer	4. 甄試生 By Application		5. 保送生 By Recommendation	6. 跳級生 Early Entrant
		7. 交換生 Exchange Student	8. 選讀生 Non-degree Student	9. 直攻博士 In advance into Ph.d		④. 申請入學 Application	
_____ (丙)	1. 視障 Blind	2. 聽障 Deaf	3. 身障 Physically Handicapped	4. 現役軍人(常備 役) Soldier in Service (Reserved Military Service)		7. 在職生 In-service student	

10. 服役記錄：_____ 1. 已服役 2. 未服役 3. 免服役 4. 女生
Military Service Fulfilled Not Fulfilled Exempted Female

11. 職業(Y/N)：_____ 有：Y；無：N 12. 入學年月：_____ 年 09 月
Employment Yes: Y / No: N Date of Enrollment Year September

13. 入學前學歷：_____ 1. 研究所 2. 大學 3. 專科 4. 高中
Previous Education Graduate School College or University Junior College Secondary School
5. 高職 Vocational Secondary School 6. 同等學力 Equivalent Academic Level

14. 入學前學校：_____ (學校全名) □1. 畢業 □2. 肄業 15. 畢(肄)業年月：_____ 年 _____ 月
Previous School (full name) Graduated Not graduated Date of Graduation

16. 家長監護人姓名：_____
Name of Legal Guardian

17. 與監護人關係：_____ 1. 父子；父女 2. 母子；母女 3. 祖孫
Relation to the Applicant Father-Son, Father-Daughter Mother-Son, Mother-Daughter Grandparent-Grandchild
4. 兄弟；兄妹 5. 姐弟；姐妹 6. 朋友 7. 其他
Brothers, Brother-Sister Sister-Brother, Sisters Friends Else

18. 電話：() _____ 19. 手機：_____ 20. e-mail：_____
Telephone No. Mobil phone

21. 戶籍地址：□□□ 縣市 鄉鎮區 村里 街路 段 巷弄 號之樓之
Permanent Address
(僑居地地址) _____
Overseas Residential Address

22. 通訊地址：□□□ 縣市 鄉鎮區 村里 街路 段 巷弄 號之樓之
Mailing Address _____

國立成功大學院系級交換學生綜合紀錄表

Records of International Exchange Students at National Cheng Kung University

學號 _____
Student ID

系/所 _____
Department/Institute

姓名 Name	中文 Chinese		英文 English	姓 Surname 名 Given name	貼照片一張 Photo
性別 Sex	<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female		出生日期 Date of Birth	月 Month/日 Day/年 Year	
國籍 Nationality			婚姻狀況 Marital Status		
就讀學校 Home University					
永久通訊地址 Permanent Address					
護照號碼 Passport No.			居留證統一證號 Alien Residence Certificate No.		
在校聯絡地址： Present Address			聯絡方式 Contact Details	在臺手機 Cell:	
			Email:		
緊急聯絡人 Emergency Contact 1. in Taiwan 2. in your home country Please leave two emergency contact persons here!!!	姓名 Name	(1)	關係 Relations	(1)	
		(2)		(2)	
	地址 Address	(1)	聯絡電話 Contact Phone Number	(1)	
		(2)		(2)	
		Email:		(1)	
				(2)	
指導教授 Supervisor	姓名 Name				
	聯絡方式 Contact Details	Cell phone number:		email:	

國立成功大學院系級交換學生選課申請表
National Cheng Kung University Course Selection Sheet for
International Exchange Students

* 姓名 Name : _____ * 學號 Student Number : _____

* 學位 Degree : Bachelor 學士 Master 碩士 Doctor 博士

* 就讀系所 Department/ Institute : _____

Department Code 學系(所)序號	Course 科目名稱	Credit 學分數	Require / Elective 必修/選修	Signature 任課教師簽章

Total Credits 總計學分：

Signature of the Department/ Institute 學系(所)簽章：

- 備註：1. 任課教師簽章是否須簽章由各學系(所)決定。
 2. 此選課表不適用通識課程(A9)、體育課程(A2)、軍訓課程(A3)。
 3. 此表填妥後送所欲選修之學系(所)選課承辦人鍵入。



National Cheng Kung University International Exchange Student Leave-School Procedure Form

***Basic Information**

系所 Dept./Inst.	學年度 Academic Year
學號 Student ID No.	姓名 Name
電子郵件 Email Address	原就讀學校 Home School
預定離台日 Expected Departure date	宿舍房間號碼 (非住宿生免填) Dorm Room No.

圖書館 Library	宿舍及住服組 Dorm Manager and Housing Service Division	華語中心 Chinese Language Center	財務處出納組 Cashier Office	系所 Department
借書記錄查核 (圖書與滯納金 已還清) Confirm the Circulation Record (material return / overdue fine paid up)	住宿生退宿，繳清 住宿費(繳回鑰匙領 回押金) (非住宿生免辦) Check out from Dorm and pay the fee (Return the room key and refund the deposit)	至華語中心確認繳 清學習費 (非簽約校學生需繳費) Confirm and pay the tuition of Language Center if necessary (students of non- partner universities need to pay for it)	持本手續單至出納 組確認離校程序 Confirm leaving school status	已歸還借用的各種資料 儀器等物品，並繳回此 手續單 Return necessary documents, equipment, etc. and submit this form to the related department.
經辦人簽章 Executive signature / Stamp	經辦人簽章 Executive signature / Stamp	經辦人簽章 Executive signature / Stamp	經辦人簽章 Executive signature / Stamp	經辦人簽章 Executive signature / Stamp

***Remarks**

- 交換學生於交換計畫結束後，須繳回本手續單至交換系所，完成離校手續。如學生未完成離校手續，之後將不發給修習證明及成績單。
The international exchange students must submit this form to the related department when finishing the exchange program to complete the leave-school procedure. If the leave-school procedure is not completed, NCKU will not provide proof document and transcript to student's home school later.
- 於交換計畫結束後約兩個月內，交換系所將寄發中英文版成績單各一份至交換學生就讀學校，不另寄成績單予交換學生。
Two months after the exchange program is completed, the related department will mail transcripts in both Chinese and English (1 copy for each version) to the student's home school. No transcript will be mailed to the student personally.